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By_____

STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION

NOTICE OF POSITION VACANCY
ANNOUNCEMENT NO. **HWY-70-07, JUNE 8, 2007**

LAST DAY TO SUBMIT FORMS: JUNE 25, 2007

It is the policy of the Department of Transportation to administer its operations without discrimination based on race, sex, sexual orientation, age, religion, color, ancestry, disability, marital status, arrest or court record or politics.

**TITLE: GENERAL LABORER I, BC-02 (\$2,503/MO.), BU-01
Position No. 30968**

**LOCATION: HIGHWAYS DIVISION, HAWAII DISTRICT, MAINTENANCE SECTION,
HIGHWAY MAINTENANCE & LANDSCAPING UNIT,
ROADSIDE MAINTENANCE SUBUNIT, KOHALA**

REQUIREMENTS:

I. APPLICANTS MUST:

- (a) Be a Department of Transportation (DOT) employee who is a member of the State's civil service.
- (b) As of the last formal appraisal report, have demonstrated satisfactory performance in his/her position; AND
- (c) Meet the minimum qualification requirements of this position (as of the last day to submit forms shown above).

II. REQUIRED FORMS:

DOT 1-022 – Notice of Interest in a Position Vacancy

HRD 315A/(Rev. 02/2006) – Departmental Competitive Announcement Application

Photocopy of license if required

- (a) Must be submitted at one of the following locations:
 - (1) HAWAII DISTRICT OFFICE
50 Makaala Street
Hilo, Hawaii 96720
 - (2) HIGHWAYS DIVISION PERSONNEL OFFICE
869 Punchbowl Street #203
Honolulu, Hawaii 96813
- (b) Must be submitted by **JUNE 25, 2007**
 - (1) Forms submitted in person must be received **at one of the locations shown in II(a)** above no later than 4:30 p.m. of the last day to submit forms shown above.
 - (2) Forms mailed through the U. S. Postal Service must be postmarked by **midnight of the last day to submit forms shown above.**

POSITION INFORMATION:

I. DUTIES SUMMARY:

Performs a variety of routine, repetitive manual tasks not requiring the continuous performance of a mechanical or trade skill; and performs other related duties as assigned.

II. MINIMUM QUALIFICATION REQUIREMENTS: (Excerpted from Class Specifications dated December 13, 1984).

A. Experience and Training:

None required.

B. Knowledge and Abilities:

Knowledge of: Common hand tools and equipment used in manual, unskilled work.

Ability to: Understand and follow oral instructions; perform heavy lifting, moving, digging or other manual work typical of the class.

C. Selective Certification Requirement: **(Please attach a copy to your application)**

Possession of a valid State of Hawaii Driver's License, Class 3, at the time of application.

The official source document for determination of minimum qualifications requirements, including knowledge, skills and abilities required, is the class specification issued by the Department of Human Resources Development.